



Statewide Standard Citation Frequently Asked Questions (FAQ)

When does use of the new standard citation become mandatory?

The mandatory date of the statewide standard citation is January 1, 2012. Law enforcement agencies that ordered their statewide standard citation supply through the one-time judicial branch funding are encouraged to begin using it as soon as reasonably possible.

Do electronically produced citations need to follow the new standard format?

Understanding how the new standard citation and the Amended Rules of Court apply to eCitations can be confusing. While the approved standard citation recommendation and the Amended Rules of Court apply to both paper and electronic citations; their application can differ due to the material differences between the paper and electronic citation workflow process. A [communication to eCitation vendors](#) has been posted on the court's public website (www.mncourts.gov "For Justice Agencies" link) contains supporting background information as well as describes specific eCitation requirements related to the implementation of the standard citation. Please refer to this document if your agency issues and files eCitations.

Citations created on mobile devices (laptop or handheld) but still filed manually are considered paper citations and must conform to the new standard citation format.

Will law enforcement agencies use the statewide standard citation for juvenile citations?

The standard citation should not be used for juvenile citations as determined by the standard citation stakeholder workgroup. When reviewing the defendant's copy of the standard, the "minimum legal notice requirements" noted on the back of the adult citation are different for juvenile cases. The [Juvenile Rules of Court](#) will provide you with the additional detail required on juvenile cases.

Are law enforcement agencies required to use the same vendor used during the Statewide standard citation project?

No, law enforcement agencies may use their current printing vendor; however, your vendor will be required to comply with the criteria noted on the document posted on the court's public website entitled: "Steps for Ordering the Statewide Standard Citation."

If interested, the vendor the Branch used during the project can be contacted at:

Forms & Systems of Minnesota

10769 Bren Road East

Minnetonka, MN 55343

Phone: 952.697.2247

Email: Mark@formsmn.com

On the AC (Alcohol Concentration) field, should the officer write the PBT (Preliminary Breath Test) results in this space in addition to or instead of the breath (e.g., Intoxilyzer), blood, or urine test results?

No, do not indicate the results of the PBT in the AC field. The AC field is intended only to capture the results of a chemical test of the breath (e.g., Intoxilyzer), blood, or urine. The results of the PBT may be noted on the back of the court copy of the citation along with other officer notes. The new standard citation mirrors how the DWI forms are formatted in terms of recording the AC (Alcohol Concentration).

What is on the back of the court copy of the citation besides some additional officer notes lines?

Several versions of the citation used today were reviewed for commonalities to arrive at a standard for the back of the court copy. In reviewing the various citations, the Minnesota State Patrol's version was most inclusive of the fields used by other law enforcement agencies. The back of court's copy of the new standard citation will closely resemble the Minnesota State Patrol's version.

Why is ethnicity not on the new citation? If ethnicity is not provided, would this trigger the citation coming back to law enforcement?

Observed Race/Ethnicity is not included on the new standard citation. Legal research conducted confirmed that there is no statute or rule requiring observed race or ethnicity be reported on the citation. There was a statute that required it several years ago; however, it was a required field for only one year. Some agencies would like to continue to collect it while others do not. Therefore, it has been moved to the customizable area of the citation and agencies can choose to include it there or not. Courts are still required to collect self reported race from every defendant appearing in court.

Is there an updated Standard Citation prototype available?

A standard citation prototype is available to law enforcement agencies on the Bureau of Criminal Apprehension's secure website. Follow these steps to gain access to the prototype and ordering instructions:

1. Log on to your CJDN website. (A link can be found in the Portal 100 Links folder on the Menu Tree, on the ISS search page.)
2. If you encounter difficulty, contact the BCA Helpdesk: (651) 793-2500 for assistance.
3. On the CJDN site, look for a link entitled "Standard Citation Prototype."

Where can I see a standard citation prototype that shows the changes and where the court date will go?

There is updated prototype available on the BCA's secure website that reflect all of the changes (refer to the prior question in this list). Changes made based on feedback collected as well as information on all feedback collected during the two vetting processes will be made available upon request. The court date language will be one of two options that are selected in the customizable area. That way, the defendant will only be exposed to the option that is applicable to the particular county where the citation was written. As state agencies that cross jurisdictions, the State Patrol and DNR will need to include both options on their citations and check the applicable option.

Will it be necessary for the officer to write their full name or just last name? If not done properly, will this trigger it coming back?

The expectation is for the officer to write his/her full name and badge #. If the name is not legible, the citation may be returned. LE feedback received indicated a desire for officer name and badge number fields.

Where is the box for disobeyed semaphore?

Disobey semaphore has been removed due to multiple statutes that could apply, causing confusion as to officer intent. The officer will be required to write out the applicable statute and description on one of the offense lines.

Is there going to be space on the back of the Court copy that officers can use to write additional notes?

Yes.

Will training be offered to law enforcement on use of the new standard citation?

The fields on the new standard are not all that different from what is in use today. Instead of a tutorial, a "[Quick Reference Guide](#)" with a simple explanation of what is required in each field should be printed on the outside cover of the citation book.

For no seatbelt violations, is "1a" going to be added or just "subd" and a line?

Yes, the complete statute, 169.686.1(a), will be printed on the final citation.

Can language be added on the defendant copy that provides locally specific information?

There is a very small area on the back of the defendant's copy for locally specific information. This is a small area primarily because the amended rules require a minimum amount of notice information be provided to the defendant on the citation and the additional information now required regarding payment options (web, IVR, PO Box) requires significant more space. In addition, law enforcement community expressed a strong desire to limit the size of the new citation to no more than 5 ½ x 9 inches. The amended rules contain commentary which permits a reference to a website for additional instructions and information as a means to mitigate space constraint concerns.

Can the citation be customized to eliminate unnecessary items for non metro counties such as parking meter #; neighborhood code?

Those items have been moved off of the standard template and are options within the customizable section on the front of the citation. There was not universal need for those fields so based on feedback received; the compromise position was agencies that need these fields can include them in the space reserved for local agency customization. Agencies can consider other customization in this area, such as the diversion question, depending on how many other locally specific fields are required. There is a very small amount of space on the back of the citation; however, it is not unlimited and could impact the printing cost.

Why does the officer have to write only one offense per line?

Court clerks rely on the officer to clearly identify the offense charged. To ensure multiple charges are correct, each charge is required to have its own line. A definition or penalty statute can be noted on the same line as the charging statute. If there are multiple counts of the same offense (e.g. DWI), each charging statute should be listed on its own line. Court clerks are instructed not to guess at the officer's intent regarding the charged offense.

How will the standard citation be numbered?

To ensure statewide citations have a unique number, the following numbering standard will be included on each citation:

- 12 digits maximum length
 - No alpha characters accepted, courts require numerals for Interactive Voice Response (IVR) phone payment options
- 2 digit county number (e.g. 38, Lake County)
- 2 digit ORI code extraction (6th and 7th number of an agency's ORI to uniquely identify agency along with the county number (MN0**380000**: ORI for Lake County Sheriff)
- 8 digit numerical sequence
 - Numerical sequence can include agency specific information

- (e.g. 2 digit year, Platoon Number; etc.)
 - Agencies may not need all 8 digits depending on volume
- Leading zeros will be printed on the citation in unused sequential number fields

A sample of a citation number is as follows:

3 8 0 0 0 0 0 0 0 0 0 0 1

Will the Department of Natural Resources and the Minnesota State Patrol be required to use the Statewide Standard Citation?

Yes, the Amended Minnesota Rules of Criminal Procedure require the Statewide Standard Citation be used by all law enforcement agencies.

Why isn't there an option on the citation to select citee for non-diving offenses like 5th degree assault or minor consumption?

The "citee" category was discussed by the workgroup and it was decided not to include "citee" on the citation. The individual receiving the citation is always the citee. The workgroup decided to only list categories on the citation that further define the citee's role in the incident on the standard citation.

Additional questions regarding the Standard Citation can be sent to the following email address:

state.standard.citation@courts.state.mn.us